



January 10, 2017

TO: A&S Department Chairs and IDS Program Directors

FROM: Leonidas G. Bachas
Dean


A handwritten signature in black ink, appearing to read 'L. Bachas'.

SUBJECT: **AGENDA** for Department Chairs' and IDS Program Directors' Meeting of January 18, 2017 at the Abess Center – Ungar Bldg., Room 230C/D

1. Approval of the Minutes of the November 16, 2016 Department Chairs' Meeting
2. Dean's Remarks
3. Update on the new fee-based process for evaluating transcripts of international applicants -- (Sr. Associate Dean Angel Kaifer)
4. Update on Bulletin -- (Sr. Associate Dean Maria Galli Stampino)
5. New Performance Evaluation Form for Staff – (Ms. Maggie Pertierra)
6. Discussion on the Roadmap Initiative: Problem-based Interdisciplinary Inquiry (information can be found at <http://president.miami.edu/roadmap/initiatives/idea-lab/index.html>). Please read the document before the meeting.
7. Discussion of Voting Rights for Associated Faculty – (Sr. Associate Dean Doug Fuller)
8. Reminders and Other Business
 - i. Conflict of Interest Disclosure – (Sr. Associate Dean Doug Fuller)
 - ii. Graduate Student Awards – Application Deadline: January 20, 2017
 - iii. "Beyond the Book" Undergraduate Student Summer Award – Application Deadline: January 30, 2017
 - iv. 2016 Annual Faculty Evaluations Materials -- Deadline: February 1, 2017
 - v. Promotion to Senior Lecturer Materials-- Deadline: February 1, 2017
 - vi. List of faculty to serve as interviewers during Stamp scholarships weekends



To: Arts & Sciences Department Chairs

From: Leonidas G. Bachas
Dean 

Subject: **MINUTES** of the Department Chairs' Meeting
of Wednesday, November 16, 2016 at 1:30 p.m. at the Physics Conference Room

Date: November 21, 2016

1. Approval of the Minutes of the October 19, 2016 Department Chairs' Meeting

A motion to approve the minutes of the October 19, 2016 Department Chairs' meeting was offered, seconded, and unanimously approved.

2. Alan Gyorke, Associate VP for IT re: Faculty Learning Community

Associate Vice President for Academic Technologies, Alan Gyorke, spoke of the 2017 Faculty Learning Community Program, which is sponsored by the Provost's Office. Proposals will be sought that focus on the following themes: 3D Scanning, Printing, and Visualization, Flipped and Active Learning, and Student Generated Media. Funds will be provided to individual proposals or proposals from a group of faculty. The preferred implementation of the improved/new course is fall 2017. The Call for Proposals is open until December 16, 2016. Sr. Executive Assistant Rose Glemaud will send out information regarding the Call for Proposals to all departments.

3. Faculty Affairs New Hiring Software – Bill Tallman, UM Director for Faculty Affairs

The University's Director for Faculty Affairs, Bill Tallman, spoke of a new e-Recruiting faculty hiring software that departments in schools and colleges will be asked to use. Implementation is expected to occur soon. He noted that the system should not be seen as an infringement on recruiting, but instead as an available tool for the departments. It will help provide a platform maximizing transparency while improving the speed of the hiring process. Faculty candidates will apply online. Candidate information will be accessible to the search committee, and the system features the ability to sort candidates based on specific criteria, as well as the ability to view uploaded materials without downloading the items. These options should help minimize the amount of time it takes to view materials. Letters of Recommendation, however, will still need to be uploaded by the departmental contact.

Vice Provost for Faculty Affairs, David Birnbach, added that there will be lists available to the Office of the Provost on the faculty searches for statistical purposes. Certain criteria, such as faculty comments, will not be accessible. The Office of the Provost is only concerned on how many people apply for a position, and who they are. The benefits of adding the ability to add comments to the e-Recruiting system is currently under review.

Assigned roles in the e-Recruiting system will vary by department, and will be designated by Department Chairs. Lecturers will still have a standing application, and hiring will take place through e-Recruiting as well. Multiple offers can be made from the pool of lecturer candidates. The system will also be able to generate offer letters, if so desired. The letters currently go through a central review, and the hope is that they will filter through the cost center managers and deans prior to submission to the candidate. Departments will also have the capability to create a questionnaire for the candidates, as well as spreadsheets for departmental analysis. Departments that receive large portfolios also questioned the capability of the new system to handle Gbytes of information. VP Birnbach and Director Tallman will be looking into all the questions raised about the new system.

4. Dean's Remarks

Dean Bachas introduced Dr. Maryann Tobin, Executive Director for Programs for the College. Dr. Tobin will work with faculty to create online Professional Masters' programs, as well as marketing for the existing online Masters' programs.

The new employee orientation will be restructured to emphasize the University's DIRECCT shared values and behaviors. The format of the employee orientation will change to a day-long session, and both faculty and staff will be required to attend. The Dean indicated that the College may revise its orientation program for new A&S faculty to avoid overlap with topics covered in the new University orientation for faculty and employees.

Dean Bachas talked about the progress of the Roadmap initiatives, particularly the 100 Talents initiative. The College is working on securing a candidate, as are the Schools of Music, and Medicine. The Dean encouraged departments if they have knowledge of potential donors, to please provide the Dean's Office with this information. The Office of Development is working on a campaign to commence in the next 18 months. Meetings with the departments will start sometime in the spring semester to discuss their priorities for the upcoming campaign.

Senior Associate Dean Douglas Fuller brought up a discussion regarding the post-tenure teaching release policy. He noted that faculty in their second year post-tenure can apply for teaching release in the following year; the department chairs are currently receiving assistance with this policy. The process is in place to maintain faculty momentum post-tenure. Leave (e.g., Research, Sabbatical) and Post-Tenure Teaching Release requests were due November 15th, it is imperative to make sure the applications were in by this date so processing can be completed in a timely manner.

5. Frost Institutes

Senior Associate Dean Kaifer noted that we are still working on the proposal for the Frost Science and Engineering Institute as well as the Frost Institute of Chemistry and Molecular Science. These proposal will be forwarded to the College faculty for approval at their meeting on November 29th.

6. Communicating our Expanded Curricular Access

Dean Bachas noted that in 2013 we expanded our curriculum to offer the appropriate and necessary level of math, writing, and language for each student to be successful in his/her academic career. Additionally, we offer as many sections in the disciplines of biology, chemistry, and physics as necessary to accommodate the demand of pre-professional students. Finally, we removed unnecessary pre-requisites for many courses. This has

made many more classes accessible to students who are pursuing cognates (or even taking individual class) from within and outside the College.

7. Other Business

i. United Way Campaign

Departments that have at least 35% participation in the United Way campaign will be entered into a drawing for the chance of receiving a gift of \$1000 from the Dean's own donation. United Way Campaign Ambassador Ira Sheskin said the College participation rate is low compared to the previous year. He asked the Chairs to encourage their faculty to donate.

ii. Faculty and Staff Holiday Celebration-December 12th at 3:30 p.m.

iii. Commencement Ceremony- December 15th at 10 a.m.

The meeting adjourned at 2:50 p.m.